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Date: 28 Feb 77 By: OL

23 Feb '51

MEMORANDUM TO: JOINT TRAINING COMMITTEE

SUBJECT: Establishment of a TRD Training Film Library

1. All films used by TRD for training purposes are held in the central film library of GR/GCD or secured from military and other sources by that section. These films are made available to TRD at its request on a daily loan basis.

2. This arrangement is not satisfactory to TRD as the film requirements presently are of such volume as to require a great deal of loss of time and labor on the part of the projectionist in securing and returning the loan films to GR/GCD. The same films are used several times each month and often more than once each week by TRD.

3. In addition to the scheduling problems arising in TRD on the use of the same film where one copy only is available in the agency, other users within the agency and films loaned to military services complicate the loan procedure.

4. Many of the films used by TRD are not in the GR library but are secured by that section on special loan from the military services and other sources. Because of other users, these films may not be available to TRD when required by the training schedule.

5. The films used by TRD are of three categories classified as to their frequency of use by TRD. They are:

a. These films used several times each month in several training programs.

b. These films used in a training program on a more infrequent schedule.

c. These films used infrequently in the training program or for special purposes, such as previewing.

6. Recommendations: The following recommendations are made to assist TRD in meeting this problem as it presently exists and to prepare TRD for this requirement under the expanded training program plans:

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a. That approval be given TRD within the agency for the establishment of a film library to consist of those films used frequently by TRD in its various training programs. These films will be on an indefinite loan from GR/OCD. Attachment "A" lists the present film requirements of TRD in this category. This list of indefinite loans to TRD will change as the training requirements change.

b. That other films which are necessary to the TRD training courses but used on a less frequent basis continue to be borrowed from GR/OCD as needed. Some films in this category are secured by GR/OCD from outside sources as discussed in paragraph 4. This creates difficult scheduling problems for all users within the agency, including TRD. It is suggested that one possible solution might be for GR/OCD to acquire for the agency retention prints of such films to better service all agency users.

  
Chief, Training Division

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APPROVED:

Assistant Director for  
Special Operations

Assistant Director for  
Policy Coordination

- #1 - Graphics Reg. / OCD
- #2 - AD/SA
- #3 - DCI/OPC
- #4 - TRD

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